



SECTION III: TRAMPOLINE & TUMBLING: STATE AND REGION ASSOCIATION PROCEDURES

I. State Association Structure

A. State Rules & Policies

It is the responsibility of each State Administrative Committee to compose and operate under its own individual standing rules and policies. These regulations must meet the minimum requirements listed in these procedures and must align themselves with those of USA Gymnastics. State Associations shall submit any rules and policies to the Trampoline & Tumbling Program Office.

B. Membership

Teams within the state may pay an annual fee, upon approval by the State Administrative Committee, to the State Association to gain membership for each calendar year. The State Administrative Committee shall determine this fee at the annual meeting. In addition, each team must have a least one USA Gymnastics Professional Member and be in good standing with USA Gymnastics, the national governing body for Trampoline & Tumbling in the United States. Teams are required to register with USA Gymnastics as a Member Club in order to qualify as a state member team.

C. Administrative Committee

The State Administrative Committee shall manage the affairs of each State Association. Each State Administrative Committee should contain at least the following members: State Chair, Secretary, Coaches' Representative, Technical Representative, and Athlete Representative. The State Chair and each Administrative Committee member must be registered with USA Gymnastics as a Professional Member with the exception of the Athlete Representative who may instead be registered with USA Gymnastics as an Athlete Member. All state elections should be complete no later than June 1 of the election year.

D. State Administrative Committee Chair

The State Administrative Committee Chair (State Chair) is a position elected every two years (2015, 2017, 2019, etc.) by the state member teams prior to State Chair Training. The State Chair is in charge of the business and affairs of the State Association and will

preside at all meetings of the members and of the Administrative Committee.

Responsibilities of the State Chair include but are not limited to:

1. Call and preside over the meetings of the State Administrative Committee.
2. Maintain an updated list of all clubs in his/her state.
3. Copy all communications as the State Chair to the Regional Chair, Program Manager and the Program Director.
4. Conduct the USA Gymnastics State Championships and ensure that all official rules and regulations are met. Send the meet results to the Regional Office within forty-eight (48) hours from the conclusion of the meet.
5. Track athlete mobility (Level 7 to 8, Level 8 to 9, Level 9 to 10) and national qualification status within the state.
6. Conduct an annual State Clinic, notifying both the Regional and National Offices. Plan the site and date of this clinic in cooperation with the Regional Office. The specific content of the clinic shall correspond with the gymnastics priorities of the state: judging, athletes, coaching techniques, etc.
7. Process all payments and deposits for State activity through the National office. Contact the accounting department at the National office to be set up on the system, and to address any questions.
8. On an annual basis, no later than August 1, the State Chair will publish an income statement for the year for distribution to the membership and send a copy to the Program Director and Program Manager. Financial reports are available through the accounting system maintained and distributed to the State Chair by the National Office based on activity processed in #7 above.
9. Be responsible for the promotional and public relations development of the Trampoline & Tumbling Programs within the state.
10. Actively pursue the expansion of Trampoline & Tumbling teams in the state.
11. Oversee the responsibilities of each State Administrative Committee position.
12. Assume the responsibilities of any vacant State Administrative Committee position.
13. Required to attend his/her Regional Championships.
14. Must immediately pass on information to member teams and Professional Members from the Regional or National Offices through broadcast e-mail, newsletters, meetings, etc.
15. Attend the State Chair training as required by the Program Office.
16. Serve on the Regional Administrative Committee.

E. State Secretary

The Secretary is a position elected every two years (2015, 2017, 2019, etc.) by the state member teams. The Secretary shall:

1. Record the minutes of the state meetings and the minutes of the State Administrative Committee meetings.

2. Submit minutes of meetings to the Program office.
3. Work with the State Chair to keep an accurate database/ mailing list of all member teams and potential member teams within the state.
4. Assist the State Chair with communications to the clubs.

F. State Coaches' Representative

The State Coaches' Representative is a position elected every two years (2015, 2017, 2019, etc.) by the state member teams. The Coaches' Representative shall:

1. Serve as the member teams' liaison to the State Administrative Committee concerning coaches' issues.
2. Promote and develop coaches' education throughout the state.
3. Conduct coaches' meetings at their respective state competition.
4. Perform duties as assigned by the State Chair and/or the State Administrative Committee.
5. Assist with the State Clinic.
6. Serve on the Regional Coaches' Committee.

G. State Technical Representative (Judges' Representative)

The State Technical Representative is a position elected every two years (2015, 2017, 2019, etc.) by the state member teams. The State Technical Representative, who must be at least a Category 2 judge, shall:

1. Serve as the member teams' and judges' liaison to the State Administrative Committee concerning technical issues.
2. Promote and develop judges' education throughout the state.
3. Assign or assist meet directors with the slating of judging panels for competitions as stated in the State Rules and Policies.
4. Perform duties as assigned by the State Chair or State Administrative Committee.
5. Serve on the Regional Technical Committee
6. Maintain a current list of certified judges in the state.

H. Athlete Representative

The Athlete Representatives are elected every two years (2015, 2017, 2019, etc.) by the athletes in each state. Only one athlete per team may vote. The State Administrative Committee shall determine which athletes are age-eligible and which athletes are ability-appropriate for election.

1. Serve as member teams' liaison to the State Administrative Committee concerning athlete issues.
2. Conduct the athletes' meetings at their respective state competition.
3. Support the activities of the Regional Athlete Representative.

I. Meetings

1. Annual Meetings
 - a. An annual meeting of the members of each individual State Association must be held prior to September 15. The purpose of the annual meeting is to:
 - b. Can be used to elect the State Chair if held prior to the State Chair Training and/or to also present the newly elected State Administrative Committee on appropriate years.
 - c. Set the competition/clinic schedule for the upcoming year.
 - d. Approve the year-end financial report and budget for coming year.
 - e. Discuss any new or old business.

J. Notice and Location of State Meetings

The State Association rules and policies shall determine when and how members are notified of state meetings. The location of the meeting should be relatively central to all state member teams.

K. Voting Privileges

Voting privileges are extended to all eligible teams, one vote per team. Eligible teams are those USA Gymnastics Member Club teams, in good standing with USA Gymnastics, with a minimum of one (1) Professional Member and one (1) Athlete Member currently registered with USA Gymnastics. Maximum one (1) vote per person regardless of role.

L. Elections

1. The Regional Chair shall conduct elections for the State Chair every two years (2015, 2017, 2019, etc.) prior to August 1.
2. The State Chair shall conduct elections for the State Administrative Committee Coaches' Representative, Technical Representative, and Athlete Representative two years (2015, 2017, 2019, etc.) prior to August 1.
3. There is no limit to the number of consecutive terms.
4. Term of office begins immediately following election or on August 1.
5. Other offices of the State Administrative Committee shall be elected to terms as decided by the member teams in the state.
6. The Regional Chair may dismiss a State Chair who is not fulfilling the responsibilities and roles required by his/her position. Should the Regional Chair, in consultation with the Director of the Trampoline & Tumbling Program, determine dismissal is warranted, the Regional Chair will administer a statewide election to confirm the dismissal and select a replacement.
7. Resignation of the State Chair before the end of the term will require an interim appointment by the Regional Chair.

8. Dismissal of, or appointment to replace, other State Administrative Committee positions is decided according to the State Association Rules & Policies.

M. Meetings of the State Administrative Committee

1. The Administrative Committee shall meet as needed to handle the affairs of the State Association in between annual meetings.
2. These meetings shall be called and administered according to State Association Rules and Policies.

N. State Championships

1. Purpose of the State Championships
 - a. To name annual State Champions in Trampoline, Double-Mini, Tumbling, for Levels 5 through Senior Elite, and Synchronized Trampoline for Levels 9 through Senior Elite.
 - b. Will serve as the first competition in which athletes, Levels 5 through 10, qualify for the Stars & Stripes Championships and the USA Gymnastics Championships.
 - c. To provide an annual location to conduct state meetings.
 - d. At the discretion of the State Administrative Committee, State Championships may include levels 1 through 4 for all disciplines.
2. Each State is required to host an annual State Championships.
 - a. The State Championships should be held in a different part of the state each year to make it more accessible, unless voted by the State Administrative Committee.
 - b. Teams within the state may request the opportunity to host the State Championships, however, the state retains all income from the meet. The State Administrative Committee may approve an amount or a percentage of the profits to be directed to a club or individual who contributes to the success of the event. (Example: a club provides all labor for setup and teardown or provides all food for the hospitality area.)
 - c. The State Chair serves as the Meet Director, but should delegate responsibilities as needed.
 - d. Must follow USA Gymnastics Trampoline & Tumbling competition rules.
 - e. State Championships must be held prior to Regional Championships and must be approved by the Regional Chair.
 - f. May be co-sanctioned with another state, if necessary.

O. Website

1. Expense of the website is the responsibility of the State Association.
2. A State website is required.
3. Suggestions for content:

- a. Competition schedule of all USA Gymnastics sanctioned events.
- b. National or state education clinics or seminars (sanctioned USA Gymnastics events).
- c. Featured articles on spotlighted teams, coaches, judges, or athletes in the state.
- d. Competition results
- e. Rule updates or clarifications
- f. Notice of meetings
- g. Link to USA Gymnastics website
- h. State or Regional associated fundraising events or activities.
- i. The State Chair must approve all items posted to the state website.

P. State Promotion

1. It is the responsibility of the State Chair and the State Administrative Committee to promote and develop Trampoline & Tumbling within the state. Promotional activities may include but are not limited to:
 - a. Distributing information to interested teams via the website or mail.
 - b. Setting up appointments and making personal visits to interested teams.
 - c. Offering state educational clinics and seminars for coaching and judging.
 - d. Notifying teams of meetings and competition dates in a timely manner.
 - e. Developing a positive relationship with the USA Gymnastics Member Clubs in the State.
 - f. Attending or taking part in State or Regional USA Gymnastics Congresses.

Q. Budgets, Checks, Deposits, and Funds

The development of the state budget and funding of the state association shall be determined by the State Chair and the State Administration Committee. The National Office can provide suggestions for setting up a state budget and for the funding of the state association, but the State Administration Committee should formulate a plan appropriate to the specific needs of the State.

1. Expenses of the state association may include, but shall not be limited to the following:
 - a. State Championships
 - b. State Office Expenses
 - c. Athlete/coach/judge funding for T&T related expenses
 - d. Website creation and maintenance
 - e. State Handbook (if necessary)
 - f. Equipment (e.g. judges' score cards, scoring programs, time machines)
2. Revenues of the State Administrative Committee may include, but shall not be limited to, the following:
 - a. State Championships

- b. Rebates from membership fees distributed by the National Office
- c. Competition entry tax (e.g. \$1.00 per athlete per competition)
- d. Team memberships fees
- e. State educational and training clinics

R. Additional Sections Developed by State Administrative Committees

Examples:

- 1. Policies for bidding and distribution of competitions.
- 2. Awards policies (may include which awards should be given at competitions and state awards such as Coach of the Year).
- 3. Entry fees for competitions not to exceed maximum set by the National Office.

II. Regional Association Structure

A. Regional Guidelines

Each region may develop rules and policies suited to the region; however, it is the responsibility of each Regional Administrative Committee to operate within the following guidelines and according to the organizational structure provided by USA Gymnastics.

B. Membership

The member teams of each state within the region will be members of the region. Regions may charge a nominal fee each year from the teams to provide funds for operating expenses. The Regional Administrative Committee shall determine this fee at the annual meeting.

C. Administrative Committee

The Regional Administrative Committee shall manage the affairs of each Regional Association. Each Regional Administrative Committee must contain at least the following members: Regional Administrative Committee Chair, The State Chairs from each state in the region, Regional Technical Committee Chair, Regional Coach's Committee Chair, and Athlete Representative.

D. Regional Administrative Committee Chair

The Regional Administrative Committee Chair (Regional Chair) is a position elected in the second year of the quad (2018, 2022, 2026, etc.) by the Region member teams prior to Regional Chair Training. Term of office begins August 1 in the second year of the quad. The Regional Chair is in charge of the business and affairs of the Regional Association and will preside at all meetings of the Regional Administrative Committee.

- 1. Requirements to hold the position of Regional Chair:
 - a. Must be a USA Gymnastics Professional Member.

- b. Must have previously served on a State or Regional Administrative Committee.
 - c. Must have been a Meet Director at a USA Gymnastics sanctioned competition within the last four years.
2. Responsibilities of the Regional Chair:
- a. Call and preside over the annual Regional Association meeting.
 - b. Copy all communications as the Regional Chair to the Program Manager and the Program Director.
 - c. Call and preside over all meetings of the Regional Administrative Committee.
 - d. Conduct the USA Gymnastics Regionals Championship Meet and ensure that all official rules and regulations are met. Send the meet results to the State Chairs in the region or post online.
 - e. Conduct an annual Regional Clinic, notifying the Program Office. Plan the site and date of this clinic in cooperation with the Program Office. The specific content of the clinic shall correspond with the gymnastics priorities of the region: judging, athlete training, coaching techniques, etc.
 - f. Process all payments and deposits for Regional activity through the National office. Contact the accounting department at the National office to be set up on the system, and to address any questions.
 - g. On an annual basis, no later than August 1, the Regional Chair will publish an income statement for the year for distribution to the membership and send a copy to the Program Director. Financial reports are available through the accounting system maintained and distributed to the Regional Chair by the national office based on activity processed in e. above.
 - h. Be responsible for the promotional and public relations development of the Trampoline & Tumbling Programs within the region.
 - i. Maintain close contact with the State Chairs of the region, passing on all pertinent information and acting as liaison between the State Chairs and advise on administrative questions.
 - j. Oversee the responsibilities of each position on the Regional Administrative Committee.
 - k. Provide information to the Regional Administrative Committee on sites for Regional Championships. Upon approval by the Regional Administrative Committee, contract the necessary facilities, vendors and services to run the Regional Championships. Serve as Meet Director for Regional Championships.

E. Regional Secretary

The Secretary is a position appointed by members of the Regional Administrative Committee. The Secretary shall:

1. Record the minutes of the meetings of the Regional Administrative Committee.
2. Submit minutes of meetings to the Program Office.
3. Work with the Regional Chair to keep an accurate database/ mailing list of all member teams and potential member teams within the region.
4. Assist the Regional Chair with the regional newsletter and other publications and distribution of information.

F. Regional Coaches Committee Chair

The Coaches Committee Chair is a position elected every two years (2015, 2017, 2019, etc.) by the Region's State Coaches Committee Representatives. The Coaches Committee Chair shall:

1. Serve as the State Coaches Representative's liaison to the Regional Administrative Committee.
2. Promote and develop coaches' education throughout the region.
3. Conduct coaches' meetings at regional competitions.
4. Perform duties as may be assigned by Regional Chair or the Regional Administrative Committee.

G. Regional Technical Committee Chair (Judges Representative)

The Regional Technical Committee Chair is a position elected every two years (2015, 2017, 2019, etc.) by and from members of the Region's State Technical Committee Chairs. The Regional Technical Chair shall:

1. Serve as the Regional Technical Committee liaison to the Regional Administrative Committee concerning technical issues.
2. Promote and develop judges' education throughout the region.
3. Seat the judge's panel for the Regional Championships.
4. Perform duties as assigned by the Regional Chair or Regional Administrative Committee.

H. Regional Athlete Representative

The Regional Athlete Representative is a position elected every two years (2015, 2017, 2019, etc.) by the Region's State Athletes Representatives. The Regional Athlete Representative shall:

1. Serve as the member teams' liaison to the Regional Administrative Committee concerning athlete issues.
2. Conduct the athlete's meetings at regional competitions.
3. Support the activities of the National Athlete Council.

I. Meetings

1. Annual Meetings

- a. An annual meeting of the Regional Administrative Committee shall be held according to the guidelines set forth in the Regional Association Guidelines. The purpose of the annual meeting is to:
 - i. Set the competition/clinic schedule for the upcoming year.
 - ii. Discuss any new or old business.
2. Notice and Location of Regional meetings
 - a. Notice and location of Regional meetings shall be based upon Regional Association rules and policies.
3. Voting Privileges
 - a. All members of the Regional Administrative Committee shall have voice and vote in the affairs of the region.
4. Elections
 - a. The National Office shall conduct elections for Regional Chair.
 - b. The Regional Committee will appoint the Regional Secretary.
 - c. The Regional Chair shall conduct elections for the Regional Coaches Committee Chair and the Regional Technical Committee Chair.
 - d. Term of office begins August 1 following election.
 - e. Resignation of the State Chair before the end of the term will require an interim appointment by the Regional Chair. If needed, the Regional Chair will administer a statewide election to select a replacement.
 - f. The Regional Chair may dismiss a State Chair who is not fulfilling the responsibilities and roles required by his/her position. Should the Regional Chair, in consultation with the Program Director of the Trampoline & Tumbling Program, determine dismissal is warranted, the Regional Chair will administer a statewide election to confirm the dismissal and select a replacement.
 - g. Resignation of the Regional Chair before the end of the term will require an interim appointment by the Program Director.
 - h. The Program Director may dismiss a Regional Chair who is not fulfilling the responsibilities and roles required by his/her position. Should the Program Director of the Trampoline & Tumbling Program determine dismissal is warranted, the Director will appoint an interim Chair.
 - i. Dismissal of, or appointment to replace, other Regional Administrative Committee positions, is decided according to the Regional Rules & Policies.
5. Meetings of Regional Administrative Committee
 - a. The Administrative Committee shall meet as needed to handle the affairs of the Regional Association between annual meetings.
 - b. These meetings shall be called and administered according to Regional Association by-laws.

J. Regional Championships

1. Purpose of the Regional Championships
 - a. To name annual Regional Champions in Trampoline, Double Mini, and Tumbling for Levels 5 through Senior Elite, and Synchronized Trampoline for Level 9 through Senior Elite.
 - b. May serve as one of the two required competitions in which athletes, Levels 5-Elite qualify to the Stars & Stripes Championships and/or the USA Gymnastics Championships.
 - c. Is required for Level 5 – 10 to be eligible to attend the Stars & Stripes Championships and the USA Gymnastics Championships.
 - d. At the discretion of the Regional Administrative Committee, Regional Championships may include Levels 1-4 for all disciplines.
 - e. To provide an annual location to conduct regional meetings.
2. Each region is required to host an annual Regional Championships
 - a. The Regional Championships should be held in a different part of the region each year to make it more accessible, unless voted by the Regional Administrative Committee.
 - b. Teams within the region may request the opportunity to host the Regional Championships, however, the region retains all income from the meet. The Regional Administrative Committee may approve an amount or a percentage of the profits to be directed to a club or individual who contributes to the success of the event. (Example: a club provides all labor for setup and teardown or provides all food for the hospitality area.)
 - c. The Regional Chair serves as the Meet Director, but should delegate responsibilities as needed.
 - d. Must follow USA Gymnastics Trampoline & Tumbling competition rules.
 - e. Regional Championships must be held between State Championships and Elite Challenge. They must be approved by the Program Director.
 - f. The Program Director must approve any deviation from those dates.
 - g. May be co-sanctioned with another region, if necessary.

K. Website

1. Expense of the website is the responsibility of the regional office.
2. A Regional website is required.
3. Suggestions for content:
 - a. Competition schedule of all regional USA Gymnastics sanctioned events.
 - b. National or state education clinics or seminars (sanctioned USA Gymnastics events).
 - c. Featured articles on spotlighted teams, coaches, judges, or athletes in the state.
 - d. Competition results.

- e. Rule updates or clarifications.
- f. Notice of meetings.
- g. Link to USA Gymnastics website.
- h. State or Regional associated fundraising events or activities.
- i. The Regional Chair must approve all items posted to the Regional website.

L. Regional Promotion

1. It is the responsibility of the Regional Chair and the Regional Administrative Committee to promote and develop Trampoline & Tumbling within the region. Promotional activities may include but are not limited to:
 - a. Distributing information to interested teams via the website or mail.
 - b. Setting up appointments and making personal visits to interested teams.
 - c. Offering regional educational clinics and seminars for coaching and judging.
 - d. Notifying teams of meetings and competition dates.
 - e. Developing a positive relationship with the USA Gymnastics State Chairs.
 - f. Attending or taking part in the State and Regional USA Gymnastics Congresses.

M. Budgets, Checks, Deposits, and Funds

1. The development of the regional budget and funding of the Regional Administrative Committee shall be determined by the Regional Chair and the Regional Administrative Committee. It is the intention of the National Office to provide suggestions for setting up a regional budget and funding of the Regional Administrative Committee, but the Regional Administrative Committee should formulate a plan appropriate to the needs of that region.
2. Expenses of the Regional Administrative Committee may include but shall not be limited to:
 - a. Regional Championships
 - b. Regional office expense
 - c. Regional website
 - d. Regional handbook (if necessary)
 - e. Athlete/coach/judge funding for T&T related expenses
 - f. Equipment (e.g. scoring computers/software/time of flight)
3. Revenues of the Regional Administrative Committee may include but shall not be limited to:
 - a. Rebates from membership fees (sent from the National Office)
 - b. Competition entry tax (e.g. \$1.00 per athlete per competition)
 - c. Team membership fees
 - d. Regional educational clinics
 - e. Regional championships

4. Additional sections to be developed by the Regional Administrative Committee:
 - a. Policies for hosting Regional Championships
 - b. Awards policies (may include which awards should be given at Regional Championships and awards such as Coach of the Year)
 - c. Entry fees for Regional Championships must be within the guidelines established by USA Gymnastics.